



<b>Meeting Date</b>	<b>August 22, 2007</b>	<b>Time</b>	<b>10:00 – 11:30</b>
<b>Location</b>	<b>866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

#### Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office		
Cynthia Rich	Finance Office		
Mark StClair	Finance Office		
Kathy Bruchey	Finance Office		
Brenda Hernandez	NMFS		
Dawn DiFiore	NMFS		
Herbert Callands	NWS		
Debbie Hoffman	NWS		
Carmen Solis	NOS		
Bruce Jackson	NOS		
Paul Johnson	OAR		
Steve Musser	OAR		
Sharon Schroeder	OAR		
Andrea Moore	OAR		
Alicia Taylor	NESDIS		
Gerald Thomas	NMAO		
Malcolm Orr	OGC		
Thomas Santymire	Budget Office		
Angela Chu	Budget Office		
Valda Ferrell-Evans	CMFD		
Sharon Glover	BIS		
Guest Name	Organization	✓	E-mail
Susan Snyder			
Debra Lucas			
Amy Yu			
Nikonda Surret			

#### Agenda:

1. Carry-over – Cindy Rich/Mark St. Clair
2. Follow-up on questions/comments from training – Cindy Rich

## Minutes

1. GC clearance of RSFF projects –

Mark notified the RWG of the DOC/GC “Officer of the Day” hotline, 202-482-5391, where LOs should call to request GC review of existing RSFFs w/o prior GC clearance or specified legal authority. He will email this info to LO contacts.

2. BPR implementation notification –

Cindy will email highlights of July 1<sup>st</sup> BPR implementation to the LOs via the CBS help desk’s RA User list.

3. Who makes adjustments to R2? –

Mark to discuss with Receivables Branch who best to make R2 changes/adjustments when Finance discovers necessary changes before approving (Finance or LOs?). Will advise at next BPR/RWG meeting.

4. Cover sheet update -

Cindy to hard code DUNS and both BETCs on cover sheet (as soon as she can reasonably get to it). Most all data that can be hard coded has been once this change has been completed.

5. Cover sheet explanations -

LOs asked again about explanations for data elements on cover sheet. Mark will send Cindy the info for inclusion on the web.

6. DOC/GC asked for input -

The LOs asked that Malcolm attend the next BPR/RWG meeting to discuss programmatic authority and GC clearance of mods. Mark will email Malcolm re this issue.

Carryover –

Cindy covered carryover forms/timelines for WIP & RSFF and what she will send to the LOs and BEX

<b>The next meeting will be:</b>	<b>TBD</b>
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